

EDITED KSA LISTING

CLASS: PSYCHIATRIC SOCIAL WORKER, CF

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	Basic knowledge of principles, procedures, techniques, trends, and literature of social work (e.g., mental disorders, human development, social policy, developmental disabilities, cultural factors, etc.) in order to meet psychiatric social work responsibilities (e.g., primary/assigned clinician, case manager, medical social work, etc.).
K2.	Intermediate knowledge of biopsychosocial (BPS) aspects of mental, developmental, physical disabilities, etc. in order to formulate diagnoses, participate in treatment team process, treatment delivery, etc.
K3.	Intermediate knowledge of principles of mental health education in order to relay/clarify findings, when clinically indicated, to relatives, community agencies (e.g., Social Security Administration, Department of Social Services, Department of Public Social Services, Department of Justice, etc.), interested persons, etc.
K4.	Basic knowledge of principles of community organization to initiate/coordinate aftercare/parole plans and treatment delivery within the institution/community settings.
K5.	Intermediate knowledge of scope and activities of public and private health and welfare agencies in order to reduce recidivism and enhance the level of inmate/parolee welfare.
K6.	Intermediate knowledge of current standards in mental health, public health and public welfare, and Federal and State programs in these fields in order to provide advocacy and enhance patients' functioning/access to identified community resources.
K7.	Intermediate knowledge of recognized treatment interventions such as risk assessment, Cognitive Behavioral Therapy (CBT), sex offender treatment, behavior modification, family, group, and individual psychotherapies, psychosocial education, substance abuse interventions, crisis intervention, etc. in order to address identified treatment needs.
K8.	Basic knowledge of the approved use/administration of psychiatric/medical medications/treatments in order to meaningfully participate in the treatment of inmate/parolee-patients (e.g., Interdisciplinary Treatment Team [IDTT], Case Management Team [CMT], community referrals, etc.)
K9.	Advanced knowledge of National Association of Social Workers (NASW) Code of Ethics, Board of Behavioral Sciences (BBS) laws, rules and regulations pertaining to the delivery of clinical practice within the institution/parole mental health system in order to ensure professional competence.

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	Skill to:
S1.	Skill to communicate effectively in order to facilitate treatment (e.g., individual, family, group therapies, psycho-education, IDTT, CMT, etc.) of inmate/parolee-patients and relay information to others (e.g., custody/medical/mental health staff, parole agents, treatment providers, community agencies, etc.).
S2.	Skill to effectively apply accepted clinical social work treatment modalities (e.g., individual, family, group therapies, psycho-education, crisis intervention, Cognitive Behavioral Therapy [CBT], etc.) in order to provide treatment for inmate/parolee-patients and participate in overall patient services delivery.
S3.	Skill to establish the confidence and cooperation of individuals (e.g., co-workers, supervisors, general public, etc.) in order to enhance the quality of professional working relationships.
S4.	Skill to write clear, legible, accurate, and concise reports (e.g., correspondence, progress notes, initial evaluation, treatment plans, etc.) in order to enhance the quality of treatment delivery, communicate findings, and to comply with departmental policies and procedures (e.g., Health Information Privacy Protection Act [HIPPA], Mental Health Service Delivery System [MHSDS], Mental Health Continuum Automated System [MHCAS], etc.).
S5.	Skill to analyze situations accurately and take effective action in order to maintain safety and security of institution/community.
S6.	Skill to develop a therapeutic relationship with the inmate/parolee-patients, families, and caretakers to enhance effective treatment delivery.
S7.	Skill to perform clinical interview in order to obtain biopsychosocial (BPS) information and to formulate treatment plans for inmate/parolee-patients.

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	Special Personal Characteristics:
SPC1.	Empathetic understanding of patients of a State correctional facility
SPC2.	Tact
SPC3.	Emotional stability
SPC4.	Patience
SPC5.	Alertness
SPC6.	Keenness of observation

	Special Physical Characteristics:
SPhC1.	Reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/parolees.

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	Working Conditions*:
WC1.	Willingness to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.
WC2.	Possession of a valid Clinical Social Worker license issued by the State of California.
WC3.	Willingness to work in a State correctional facility/parole outpatient clinic.
WC4.	Willingness to maintain order and supervise the conduct of inmates/parolees.
WC5.	Willingness to respond to changes in the work unit in a positive, professional manner.
WC6.	Willingness to promote positive, collaborative, professional working relations among co-workers.
WC7.	Willingness to accept constructive criticism and respond appropriately.
WC8.	Willingness to interact professionally with people (e.g., members of the public, contract staff, inmate patients, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.
WC9.	Willingness to work in a team environment.
WC10.	Willingness to work modified schedules (e.g., weekends and holiday, third watch/swing shift, etc.) as required.
WC11.	Willingness to travel throughout the state for short periods of time (e.g., two to three days at a time).
WC12.	Willingness to work modified hours during institutional emergencies as required.

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WC13.	Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness).
WC14.	Willingness to actively participate in the peer review and clinical quality review process.
WC15.	Willingness to comply with departmental safety and security procedures.
WC16.	Willingness to comply with tuberculosis screening requirements.
WC17.	Willingness to consistently demonstrate the following characteristics during your employment with CDC: reliability, punctuality, honesty, empathy towards inmate/parolee-patients, and maintain a calm and professional demeanor without extreme emotional reactions.
WC18.	Have a work history free from being a defendant in a criminal proceeding related to work in a clinical setting.
WC19.	Have a professional work history in which you have never had any legal judgments or settlements made against you in a professional liability case.

* Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as a Psychiatric Social Worker, CF.